

**BERKELEY COUNTY GOVERNMENT**

**JOB OPENING – EXTERNAL POSTING**

**ADMINISTRATIVE CLERK 4 (PS101189)**

**DEPARTMENT:** BERKELEY COUNTY LIBRARY – Sangaree Branch

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Provides reference services to library customers (walk in and telephone) utilizing Internet, online databases and a variety of print and non-print resources. Other responsibilities include providing quality customer service, conducting readers' advisory, and assisting customers to use computers and various types of print and electronic library resources. Makes recommendations on materials to purchase for the reference and other collections. Maintains knowledge of circulation system by working at service desks as scheduled. Performs other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and three (3) years related administrative or library experience. The ideal candidate has strong customer service skills and non-retail experience. Candidates with restaurant and/or cashiering experience will not meet the desired criteria for this position.

Personal computer experience including knowledge of Word, Excel and Internet research techniques.

Basic Skills score **64** is required for this position. Word score of **33** is required for this position. Excel score of **28** is required for this position.

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

A criminal background check will be completed on selected applicant if a current one is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports to the Sangaree Librarian.** Thirty-seven and one half (37.5) hours per week. *This position is currently scheduled to work every other Saturday.* Current Sangaree library hours are: Monday – Thursday 10:30 am – 6:30 pm, and Friday and Saturday 9:00 am - 5:00 pm. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations. Hours of operation are determined by the Library Board and are subject to change. Shift assignments are based on need and are made at the discretion of the Library Director and Branch Supervisor. Must be able to substitute at any other Berkeley County Library where need demands additional staffing.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Administrative Clerk 4 - Grade C10**  
**Entry Level Bi-Weekly Pay Range: \$851.93 - \$979.71**

**Date of Posting: 09/22/2015**  
**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***